

Introduction

The "NIGP Code" Quick Reference Guide is designed to provide the minimum steps necessary in selecting appropriate NIGP Class and Item Codes while creating Bid Solicitations.

Steps

Step 1:

While in the process of creating a Bid, selecting an item(s) is the second step.

a.) Click the **Items tab**.

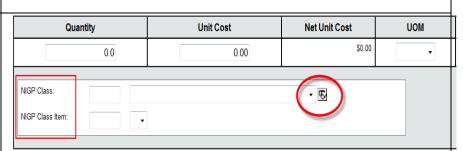


Step 2:

The Items page displays. An **NIGP Class & Item** are required to proceed.

a.) From the middle of the screen, click the **eyeglass icon** to do a <u>Keyword</u> <u>Search.</u>

Note: Keyword searches are very helpful to those who are unfamiliar with which NIGP code to use. You can also use the drop down menus next to the Eyeglasses.



Step 3:

The Commodity Code & Service Codes Search page displays.

- a.) Enter in a keyword into the NIGP Keyword field for the service you are interested in.
- b.) Next, click the **Search** button.

A list of results should display.

c.) Scroll through your results and select the appropriate NIGP code.

Note: You can only enter one line item at a time.

